



DRIPPING SPRINGS  
Texas

## **CITY INSPECTOR FULL-TIME EXEMPT**

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### **A. GENERAL PURPOSE**

Under the general supervision of the Assistant Public Works Director, the City Inspector performs administrative and technical activities relating to the regulations and inspection of public works projects, public and private construction of infrastructure, and oversight of compliance of City codes and standards within jobsites.

### **B. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Conducts construction inspections of site developments and subdivisions under private construction, as well as city public works projects, and determines compliance with code.
2. Conducts project management of complex city projects with contractors including becoming familiar with contractor's schedule while reviewing daily construction progress, identifying problems, and recommending solutions.
3. Review and approve pay requests.
4. Must be generally available to respond to emergency "call outs" on construction projects.
5. Maintains project documentation for city and private development projects and right-of way permitted work.
6. Provides daily oversight of jobsites to ensure full compliance with approved engineering plans and specifications.
7. Coordinates and oversees activity in city right-of-way, easements, and flood plains.
8. Ensures that all materials and work by contractors are in accordance with standard specifications and agreements.
9. Inspects and performs oversight on other agencies, utility companies, and contractors working within City easements and City rights-of-way to ensure public safety, protection of City facilities, and compliance with city code.
10. Assists the Assistant Public Works Director in reviews and approval of traffic control plans and coordinates road closures with emergency services, City departments, and other agencies to maintain traffic flow.
11. Conducts construction site inspections for compliance with site SWPPP and Water Quality Protection Ordinance.
12. Performs final inspections of drainage, water, wastewater, street facilities, and other site improvements.
13. Responds to and resolves public inquiries and complaints related to public works construction, development, and utility projects with excellent customer service.

14. Attends, conducts, and coordinates preconstruction meetings with department staff, engineers, contractors, developers, City departments, and other organizations.
15. Interfaces and coordinates activities with other City departments, governmental agencies, and the private sector by working with City staff to insure compliance with applicable specifications and standards.
16. Supervises technical and administrative activities including investigation, inspection, and enforcement of applicable City infrastructure and development codes.
17. Maintains high standards of accuracy in exercising duties and responsibilities.
18. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.
19. Maintains effective communication and interaction with City Council, City Administration, City Staff, other agencies, and the public.
20. Performs other related duties as assigned.

### **C. SUPERVISION**

Works under the general direction of the Assistant Public Works Director.

### **D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

1. Requires a High School Diploma or GED Equivalent, and at least 2 years of experience in construction, public works, or an equivalent combination of education and experience. Possesses NPDES Certified Stormwater Inspector or has the ability to obtain within one year of employment.
2. Bachelor in the field of engineering, construction management, or a related field is preferred.
3. Ability to establish and maintain effective working relationships with employees, City officials, and general public.
4. Ability to communicate effectively orally and in writing.
5. Ability to handle confidential and sensitive information while maintaining confidentiality.
6. Valid Texas Driver's License required.

### **E. TOOLS AND EQUIPMENT USED**

Personal computer, including Microsoft Office; email; phone; printer; copy machine; fax machine; CAD, ArcGIS and database software; motor vehicle; and mobile or portable radio.

### **F. SPECIAL REQUIREMENTS**

1. Work is performed mostly in an outdoor setting visiting various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate certain computers and various other pieces of City equipment. Color recognition is required for review of markings and wiring on sites.
2. While performing the duties of this job, the employee is regularly required to move around various sites throughout the City; communicate effectively; handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is

occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

#### **G. WORK HOURS**

This is a full-time position. Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday, except holidays. This is a full-time position and eligible for overtime as described in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL. Any overtime hours performed must be preapproved by the direct supervisor. Non-traditional work hours may be required and shall be coordinated with the Assistant Public Works Director, Public Works Director, Deputy City Administrator, or City Administrator.

#### **H. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works outside on project sites and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
2. The noise level in the office work environment is usually mild. Noise level in the field may be moderate.

#### **I. SALARY**

Salary is commensurate with the position. Pay days will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

#### **J. BENEFITS**

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

#### **K. EQUAL OPPORTUNITY EMPLOYER**

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact the City Administrator at (512) 858-4725.

***Please note:*** This Job Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.